



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
1 ADMINISTRATION CIRCLE 575 I AVENUE SUITE 1
CHINA LAKE, CA 93555-6100 POINT MUGU, CA 93042-5049

IN REPLY REFER TO:

7420
762200E/FSOG 038
29 Jan 02

MEMORANDUM

From: Deputy, Comptroller Department (Code 76A000D)

Subj: FINANCIAL SYSTEM OPERATING GUIDANCE 038;
"TELEWORK HOURS"

Ref: (a) Department of Defense Telework Guide

Encl: (1) Labor Collection/Correction Screen Sample
(2) Telework Report Sample

1. Purpose. This memorandum identifies procedures for recording time and attendance and recording labor transactions associated with the telework program. This guidance is an interim measure while the Defense Finance and Accounting Service establishes new codes. The guidance provided in this document is effective immediately.

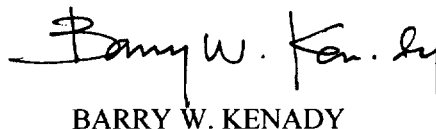
2. Background. Telework hours (also known as telecommuting) are hours of work performed off-site. As provided in reference (a), employees must be approved for the Telework Program and must have a Telework Agreement in place.

3. Guidance

a. Reference (a) states all employees participating in the Telework Program should use the time and attendance type hour code LX for those regularly scheduled hours worked off-site. However, type hour code LX is not a viable solution for the Naval Air Warfare Center Weapons Division. Therefore, telework hours will be recorded by entering the appropriate type hour code (i.e., RG) and 'TWK' in the 'Sub' field in the Standard Labor Data Collection and Distribution Application time and attendance screen (see enclosure (1)).

b. Enclosure (2) provides a sample report of employees working telework hours. The weekly report can be found on the COMPTROLLER_WD server, by selecting Comptroller_Information, then the Telework folder.

4. Point of Contact. Questions concerning this guidance should be addressed to Cecilia Ramirez, Code 762200E, DSN 351-1814.


BARRY W. KENADY

Electronic Distribution:
NW-L3 Division Head
NW-BFMC All Hands

SLDCADA Client/Server 01/25/2002 10:11

SSN: 123456789 Stat: _ Employee Labor Week: 2 of 2
 C/M: 0 Name: PUBLIC JOHN Q G/U: 0 Week Ending: 01/26/2002
 Certifier: EA: 063126 Supervisor: 762300E

JON: GJ240010EN02 Sched: 60 W1 9.0 9.0 9.0 9.0 36.0
 AWS: 6 W2 8.0 9.0 9.0 9.0 9.0 44.0

Job Order Num	PerShop	Sub Hz	ND	TYHR	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
X221300000000	762300E			LH		8.0						8.0
GJ240010EN02	762300E			RG			9.0	9.0				18.0
GJ240010EN02	762300E	TWK		RG					9.0	9.0		18.0
						8.0	9.0	9.0	9.0	9.0		44.0

THIS SCREEN CONTAINS DATA SUBJECT TO THE PRIVACY ACT OF 1974

Enter job order number.

F3-Prev Form F4-Next Form F6-Add F7-Prev F8-Next F10-More
 Edit:replace Mode:update Lookup:zoom Status:stored

'TWK' should be entered in the 'Sub' field for all telework hours. From the Job Order Num field press 'Enter' twice to get to the 'Sub' field.

1st-Lvl	3rd-Lvl	Shop	Emp Name	Week	TLC	JON	Current Week Hours	Year-To-Date Hours
0	00K	00K000D	SMITH SUSIE	01/26/02	RG	G00000000000	9.00	
0	00K	00K000D	SMITH SUSIE			*** YTD ***		63.00
			SMITH SUSIE Total				9.00	63.00
0	00K	00K000D	DOE JOHN A	01/26/02	RG	G00011100000	15.00	
0	00K	00K000D	DOE JOHN A			*** YTD ***		145.00
			DOE JOHN A Total				15.00	145.00
	00K Total						24.00	208.00
0 Total							24.00	208.00
2	2C0	2C0000D	SMITH JANE D			*** YTD ***		40.00
			SMITH JANE D Total				0.00	40.00
2	2C0	2C0000D	JONES JILL	01/26/02	RG	R24000000000	8.00	
2	2C0	2C0000D	JONES JILL			*** YTD ***		56.00
			JONES JILL Total				8.00	56.00
	2C0 Total						8.00	96.00
2 Total							8.00	96.00
3	330	330000E	BLACK JACK	01/26/02	RG	P33000000000	36.00	
3	330	330000E	BLACK JACK			*** YTD ***		250.00
			BLACK JACK Total				36.00	250.00
3	330	330000E	WILLIAMS BILL	01/26/02	RG	P33000000000	9.00	
3	330	330000E	WILLIAMS BILL			*** YTD ***		63.00
			WILLIAMS BILL Total				9.00	63.00
	330 Total						45.00	313.00
3 Total							45.00	313.00
4	4KD	4KD000E	GREEN JENNY L	01/26/02	RG	A41100000000	2.00	
4	4KD	4KD000E	GREEN JENNY L	01/26/02	RG	A47000000000	2.00	
4	4KD	4KD000E	GREEN JENNY L	01/26/02	RG	A4K000000000	2.00	
4	4KD	4KD000E	GREEN JENNY L	01/26/02	RG	P4K000000000	3.00	
4	4KD	4KD000E	GREEN JENNY L			*** YTD ***		125.00
			GREEN JENNY L Total				9.00	125.00
	4KD Total						9.00	125.00
4 Total							9.00	125.00
7	762	762300E	PUBLIC JOHN Q	01/26/02	RG	GJ2400000000	18.00	
7	762	762300E	PUBLIC JOHN Q			*** YTD ***		245.00
			PUBLIC JOHN Q Total				18.00	245.00
7	762	762100D	BROWN SHERI L			*** YTD ***		36.00
			BROWN SHERI L Total				0.00	36.00
7	762	762100D	WHITE KATHEEN			*** YTD ***		54.00
			WHITE KATHEEN Total				0.00	54.00
	762 Total						18.00	335.00
7 Total							18.00	335.00
			Grand Total				104.00	1,077.00
	Grand Total						104.00	1,077.00
Grand Total							104.00	1,077.00